

AGENDA
BOARD OF FINANCE SPECIAL MEETING
TO BE HELD ON TUESDAY, JULY 22, 2003 AT 8:15 P.M.
IN THE ROOM #213 AT TOWN HALL

1. **APPROVAL OF MINUTES:** Approval of minutes of Special Meeting of May 27, 2003 and Special Meeting of June 24, 2003,
2. **TAX COLLECTOR – SUSPENSE BOOK:** Consider and take action on the request of the Tax Collector to transfer uncollectible tax accounts to the Suspense Tax Book.
3. **TAX COLLECTOR – UPDATE:** Receive information from the Tax Collector and others on the status of the new procedures in his office.
4. **HIGH SCHOOL CONSTRUCTION – STATUS:** Receive a report from the DHS Building Committee and from Kate Clarke on the status of the project.
5. **YEAR-END – FINANCIAL STATUS:** Receive a report from Kate Clarke regarding the probable year-end revenue and expenses.
6. **BOARD of FINANCE – REPORTS:** Discuss the reports that the B/F does and/or should receive.
7. **PLANNING & ZONING – LEGAL ISSUES:** Review the status and probable expense of law suits now pending, and to review the year-end actual legal expenses budgets.
8. **TOWN CLERK—TRANSFER:** Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows:

From:

To:

Acct. No.	Account	Amount	Acct. No.	Account	Amount
A 0105-46003	Town Clerk Fees	5,059	A0116002-82011	Microfilming	5,059
TOTAL		5,059	TOTAL		5,059

9. **FINANCE DIRECTOR—TRANSFER:** Consider and take action on the request of the Finance Director for a transfer of appropriations as follows:

From:

To:

Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0992602-82522	Boiler & Mach	1,614	A0992612-82525	Workers Comp	47,585
A0992602-52529	Public Officials	2,140			

A0992602-82521	Gen'l Property	5,675			
A0992612-82528	Umbrella	7,830			
A0992612-82527	Auto Ins	10,620			
A0993006-86600	Contingency	3,630			
A0992612-82526	Gen'l Liability	16,076			
	TOTAL	47,585		TOTAL	47,585

10. **DIRECTOR OF FINANCE—TRANSFER:** Consider and take action on the request of the Finance Director for a transfer of appropriations as follows:

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0111001-81003	Seasonal & Temp	2,367	A0111001-81001	Full Time Salary	2,367
	TOTAL	2,367		TOTAL	2,367

11. **PARKS & RECREATION DEPT.—TRANSFER:** Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0775003 83024	Repair & maint.	1,214.00	A0775002 82036	Tree Work	1,214.00
	TOTAL	1,214.00		TOTAL	1,214.00

12. Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:	Department	Account	Amount
A0111002 - 82034	Selectmen	Software Maint & Support	1,384
A0112011 - 81001	Administrative Officer	Full Time Salary	581
A0112021 - 81002	A.O. Support Services	Part Time Salary	1,680
A0112021 - 81003		Seasonal & Temporary	1,364
A0112023 - 83008		Supplies Employee Lounge	1,701
A0112031 - 81002	Personnel Officer	Part Time	606
A0112032 - 82001		Travel	175
A0112032 - 82002		Conferences & Meetings	100
A0112032 - 82003		Training Services	918
A0112032 - 82006		Dues & Professional Licenses	265
A0113002 - 82004	RTM	Clerical Services	1,093
A0114011 - 81002	Finance	Part Time Salary	1,393
A0114012 - 82002		Conferences & Meetings	672

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A0114012 - 82005		Employee Education/Tuition	1,500
A0114071 - 81002	Tax Assessor	Part Time Salary	2,028
A0117651 - 81002	Registrars	Part Time Salary	540
A0117651 - 81003		Seasonal & Temporary Salary	940
A0117662 - 82007	Elections	Professional Services	500
A0117662 - 82008		Printing	500
A0117662 - 82026		Rental	600
A0118002 - 82034	Information Technology	Software Maint & Support	6,144
A0118003 - 83007		Operating Supplies	1,867
A0332212 - 82007	Police Administration	Professional Services	21,000
A0332221 - 81011	Criminal Investigation	Shift Differential	1,014
A0332231 - 81003	Patrol	Seasonal & Temporary	2,165
A0332231 - 81011		Shift Differential	8165
A0332241 - 81002	Records	Part Time	1,022
A0332272 - 82005	Training	Employee Education/Tuition	13,609
A0332291 - 81003	Crossing Guards	Seasonal & Temporary Salary	925
A0332314 - 84002	Fleet	Automobiles	10,000
A0333451 - 81003	Fire Marshal	Seasonal & Temporary Salary	1,839
A0333451 - 81004		Overtime Salary	905
A0333452 - 82005		Employee Education/Tuition	1,200
A0551011 - 81002	Social Services	Part Time Salary	1,629
A0551562 - 82030		Emergency Aid Payments	2,695
A0553011 - 81002	Youth	Part Time Salary	750
A0553011 - 81003		Seasonal & Temporary Salary	18,878
A0772001 - 81003	Parks & Rec	Beach & Court Seasonal & Temp	16,500
A0772001 - 81004		Overtime Salary	795
A0991000 - 82108	Benefits	Accrued Leave Redemption	5,564
A0991000 - 82109		Unemployment Compensation	5,198
A0991000 - 82110		Actuarial Services	5,700
To:			
A0993006 - 86600		BOF Contingency	146,104

13. Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:	Department	Account	Amount
A0116001 - 81004	Town Clerk	Overtime Salary	300
A0116002 - 82006		Dues & Professional Licenses	90
A0116002 - 82007		Professional Services	173
A0116002 - 82008		Printing	1740
A0116002 - 82042		Office Equip Repair & Maint	374
A0116003 - 83001		Office Supplies	85
To:			

A0116002 - 82010		Indexing Services	2762
*****	*****	*****	*****
From:			
A0118002 - 82034	Information Tech	Software Maint & Support	2856
To:			
A0118002 - 82050		Telecommunications	2856
*****	*****	*****	*****
From:			
A0332242 - 82042	Police	Office Equip Repair & Maint	1725
To:			
A0332263 - 83017		Marine Gear & Supplies	1725
*****	*****	*****	*****
From:			
A0332312 - 82040	Police	Motorized Equip Repair/Maint.	958
To:			
A0332323 - 83005		Heating Fuel	958
*****	*****	*****	*****
From:			
A0333442 - 82034	Fire Commission	Software Maint & Support	1360
To:			
A0333442 - 82050		Telecommunications	1360
*****	*****	*****	*****
From:			
A0441011 - 81001	Public Works	Full Time Salary	1000
A0441011 - 81003		Seasonal & Temporary Salary	14
To:			
A0441013 - 83001		Office Supplies	1014
*****	*****	*****	*****
From:			
A0442142 - 82023	Public Works	Paving Services	1333
To:			
A0442142 - 82041		Facility Repair & Maintenance	1333
*****	*****	*****	*****
From:			
A0442141 - 81001	Public Works	Full Time Salary	471
A0442141 - 81002		Part Time	834
A0442141 - 81004		Overtime Salary	619
A0441012 - 82002		Conferences & Meetings	1135
A0442143 - 83006		Uniforms	74
A0442143 - 83014		Tires	1030
A0447011 - 81004		Overtime Salary	2155
A0447013 - 83006		Uniforms	624
A0448001 - 81001		Full Time Salary	1977
A0448001 - 81004		Overtime Salary	122
To:			

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A0442143 - 83007		Operating Supplies	1104
A0447012 - 82041		Facility Repair & Maintenance	1636
A0447012 - 82052		Gas	1136
A0447012 - 82053		Potable Water	4321
A0447013 - 83007		Operating Supplies	305
A0448002 - 82050		Telecommunications	539

From:			
A0773001 - 81003	Parks & Rec	Seasonal & Temporary Salary	1528
To:			
A0774001 - 81002		Part Time Salary	1528

14. Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:	Department	Account	Amount
A0993006 - 86600	Contingency	BOF Contingency	79,162
To:			
A0112022 - 82016	Admin Officer – Support Services	Mailing & Shipping	12,918
A0115092 - 82007	Legal – Town Counsel	Professional Services	25,591
A0115102 - 82007	Legal – Labor Counsel	Professional Services	6,981
A0115382 - 82007	Legal – Regulatory Counsel	Professional Services	1,837
A0119002 - 82042	Probate	Office Equip Repair & Maint	1,318
A0331011 - 81002	Building	Part Time Salary	314
A0333412 - 82040	Darien Fire Department	Motorized Equip Repair/Maint.	2,740
A0333413 - 83005		Heating Fuel	759
A0333442 - 82050	Fire Commission	Telecommunications	1,818
A0335002 - 82007	Post 53	Paramedic Services	14,602
A0448002 - 82051	Public Works	Electricity	3,304
A0448003 - 83001		Office Supplies	1,199
A0552201 - 81003	Senior Center	Seasonal & Temporary Salary	2,520

15. Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
	Fund Balance	28,280	A0114012-82007	Finance-Prof Services	45,341
A0993006-86600	Contingency	17,061			
	TOTAL	45,341		TOTAL	45,341

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16. Consider and take action on the request of the Board of Selectmen for a transfer of appropriations as follows: (For action by the Selectmen on 7/21/03.)

From:			To:		
Acct. No.	Account	Amount	Acct. No.	Account	Amount
A0993006-86001	Salary Contingency	70,633	A0332221-81001	Criminal Invest-FT	1,954
A0332231-81009	Patrol-Holiday Pay	4,772	A0332221-81004	Criminal Invest-OT	2,090
A0332231-81003	Patrol-Seasonal	1,780	A0332231-81001	Patrol –FT	63,582
			A0332231-81004	Patrol-OT	1,105
			A0332241-81001	Records-FT	2,878
			A0332241-81004	Records-OT	389
			A0332251-81001	Youth-FT	2,304
			A0332251-81004	Youth-OT	307
			A0332271-81001	Training-FT	2,576
TOTAL		77,185	TOTAL		77,185

OTHER BUSINESS (This being a special meeting, no items may be added to the agenda.)

cc: William McIntire, Treasurer
 Seth Morton, 20 Denhurst Place
 Donna Rajczewski, Town Clerk

Darien News-Review
 The Darien Times
 The Advocate